

**SIERRA COUNTY BOARD OF SUPERVISORS'
AGENDA TRANSMITTAL & RECORD OF PROCEEDINGS**

MEETING DATE: DEPARTMENT: PHONE NUMBER: REQUESTED BY:	TYPE OF AGENDA ITEM: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> REGULAR CONSENT TIMED </div> <hr/> SUPPORTIVE DOCUMENT ATTACHED: <div style="display: flex; justify-content: space-around; margin-top: 5px;"> RESOLUTION MEMO </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> AGREEMENT OTHER _____ </div>
AGENDA ITEM:	
BACKGROUND INFORMATION:	
FUNDING SOURCE: GENERAL FUND IMPACT:	OTHER FUND: AMOUNT: \$
ARE ADDITIONAL PERSONNEL REQUIRED? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> YES NO </div> TYPE OF EMPLOYEE	IS THIS ITEM ALLOCATED IN THE BUDGET? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> YES NO </div> IS A BUDGET TRANSFER REQUIRED? <div style="display: flex; justify-content: space-around; margin-top: 5px;"> YES NO </div>
SPACE BELOW FOR CLERK'S USE	
BOARD ACTION: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> APPROVED APPROVED AS AMENDED </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> ADOPTED ADOPTED AS AMENDED </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> DENIED OTHER </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> NO ACTION TAKEN </div>	SET PUBLIC HEARING FOR: _____ DIRECTION TO: _____ REFERRED TO: _____ CONTINUED TO: _____ AUTHORIZATION GIVEN TO: _____
BOARD VOTE: _____ BY CONSENSUS AYES: ABSTAIN: NOES: ABSENT:	RESOLUTION 2023- _____ AGREEMENT 2023- _____ ORDINANCE _____
COMMENTS:	

CLERK OF THE BOARD

DATE

Tim Beals
Sierra County Planning Director; Building Official
101 Courthouse Square
P.O. Box 530
Downieville CA 95936

ARCHITECTURAL SERVICES PROPOSAL
DOWNIEVILLE COMMUNITY HALL RENOVATIONS – Phase 2

As an adjunct to the original service proposal, please find an outline of services and fee for the next phase of work to prepare State Application documents, Construction Cost Estimate, and Permit and Construction Drawings for renovating the Downieville Community Center. Work will include the services of consulting engineers for structural, electrical, mechanical, plumbing, kitchen design, and life & fire safety.

The preliminary design, dated 11/18/20 will be the basis for preparation of final design drawings. I will refine the design to include a detailed scope of work, interior elevations, equipment specifications and material selections. The final design will become the basis for preparation of construction documents and for use in securing additional funding or grants for construction.

Much of the work related to permit and construction documents is related to an assessment of the condition of the building, especially issues relating to interior remodeling, structural work for the lift, and plumbing, heating, and electrical. Detailed mechanical, plumbing, kitchen, and electrical plans will require input from consulting engineers and is outside the scope of architectural services. I will handle coordination for these services as required by the complexity of the work and will prepare the actual drawings from consultants notes and worksheets. The terms and conditions outlined below would be incorporated into any more formal contract

PROJECT LOCATION:

Downieville Community Hall
Main Street
Downieville CA 95936

PROJECT DESCRIPTION:

Renovation and remodeling of the Downieville e Community Center to comply with ADA accessibility requirements, increased usability and improved fire and life safety. Work will be designed to meet the programmatic goals of Sierra County and the users of the Community Center.

ARCHITECTURAL SERVICES – CONSTRUCTION DOCUMENTS:

A Prepare accurate drawings of the existing building, including exterior elevations and interior layout, and the location of entrances, parking, septic system, electrical panels and mechanical equipment. Work also includes preparation of code analysis charts for occupancy, use, loading, ADA requirements, restroom, fire separations, and exiting requirements based on the latest CBC.

- B A Final Design: The Final Design will include floor plans, exterior and interior elevations, code analysis, ADA provisions, and an outline of the materials to be used in the building. The Final Design will incorporate all the changes from your review of the Phase 1 drawings. The Final Design drawings will become the basis for proceeding with Phase 2 construction documents, once approved by the County.
- C A preliminary Architect's estimate of construction costs will be prepared based on the Final Design to be used for funding applications.
- D Prepare a detailed site plan based on the survey drawings to show access, utilities, and parking. The site plan will form the basis for County review. The site plan review should be routine as we are working with an established lot and existing building.
- E Construction Documents: The Final Design will be the basis of the Construction Documents. Additional documents will include information necessary to obtain building permits, bidding, and sub bids for the construction. The Contract Documents will consist of final design drawings; architectural detailing and schedules, outline specifications structural drawings, plumbing, mechanical, electrical drawings, energy calculations, CalGreen requirements, and kitchen design work.
- F Planning review, plan check review and responses shall be a part of this contract. This work will be billed on an hourly basis.
- G Architectural Supervision: After the contract for construction is awarded, field supervision and other additional work as requested by you shall be billed on an hourly basis. I will work with you to resolve problems and help take advantage of discoveries/changes that will make the project better. The contractor and subcontractors will work with the Architect to prepare any additional necessary mechanical and/or electrical drawings to be incorporated into the working drawings. The Architect will coordinate this work in order to expedite the review process and to insure a timely construction schedule. Architectural supervision will be billed on an hourly basis.

FEE FOR SERVICE

The fee for Architectural Services is based on an estimated construction cost and an estimate of the hours needed to prepare the documents for the scope of work outlined in the Final Design. The fee will be divided into two free standing segments: segment A: final design, scope of work, and architects estimate. segment B, construction, permit, and bidding documents.

The fee for segment A shall be fixed at \$4,000.00. The fee for B would be based on the final scope of work as a percentage of the construction cost estimate. Based on the preliminary design work done to this date the fee for work in Segment B: Architectural services (not including engineering fees) would be fixed at \$16,000.00. Total architectural fee for the completed project would be \$20,000.00. Total design services, including engineering costs, is estimated to be \$40,000.00

Segment B services shall include all architectural drawings, electrical and mechanical layout drawings, reflected ceiling and lighting plans, and structural drawings, CalGreen reporting requirements, and energy calculations.

The cost of structural engineering, mechanical, plumbing, kitchen and electrical engineering will be billed as reimbursable expense. Title 24 Energy calculations and CalGreen compliance work shall be billed as a reimbursable expense. Consultants working under my direct supervision will be billed to you as direct reimbursable expenses with a 10% surcharge to cover my incidental costs. These consulting costs, for a project of this size and complexity, are estimated to be around \$21,500.00, depending on the final scope of work and the complications in the systems. A schedule of estimated engineering costs is included below.

PHASE 2 ENGINEERING SERVICES SCHEDULE (ESTIMATED COSTS)

Service	
Structural Engineering (ADA lift, balcony repairs, second exit stairs)	\$6,600.00
Mechanical Engineering including kitchen and plumbing	\$7,000.00
Title 24 Energy Compliance including lighting compliance	\$800.00
Electrical Engineering	\$5,600.00
Fire and Life Safety	\$1,500.00
Estimated Total engineering fees	\$21,500.00

Architectural Supervision, Item G, would be billed at an hourly rate of \$130.00 per hour. I would anticipate needing 4 hours/month to provide for architectural supervision. Architectural Supervision would include field supervision, contract administration for changes during construction and review of contractor payment requests. A detailed schedule of costs would be prepared by the contractor and payments would be made based on the percentage of completion of specific portions of the work as verified by field supervision. Additional Work: Additional work includes model building, 3 dimensional renderings, animations, and all work outlined in item G, or other Services required by the Owner or County. Additional work shall be billed at an hourly rate of \$130.00 per hour.

All County, permits, fees, and any assessments by the County are the responsibility of the owner. Printing costs shall be paid at a rate of \$3.00 per D size page.

PHASE TWO DELIVERABLES:

The scope and extent of construction documents shall be determined after the Final Design is completed and approved by the County. The scope of work will be developed in discussion with Sierra County, and the County Building Department. I have attached a general scope of work for construction documents for projects of this size to give you an idea of the normal scope for new construction permit and construction drawings. All engineering services outlined above would be part of Phase Two

TERMINATION:

You may terminate my services outlined in this letter of agreement at any time. Termination must be done in writing. Final termination charges will be based on the amount of work completed at the time of termination without penalty fees or other charges. The work of consultants will be treated in a similar manner based on extent of work undertaken. Consultants working under my direct supervision will be billed to you as reimbursable expenses.

INSURANCE

I carry a \$1,000,000.00 General Liability insurance policy, commercial auto insurance, and Errors and Omissions insurance. I am also licensed, in good standing, by the State of California as an Architect.

I hope that this proposal is acceptable to you. I have set aside the time to keep this moving as fast as the process will stand.

Respectfully,



Bruce E. Boyd
California Licensed Architect: C - 10198

(An Amendment to Agreement 2018-016, 2019-055, 2020-006 & 2021-145)

**AMENDMENT to AGREEMENT
FOR PROFESSIONAL SERVICES
Architectural Services
Downieville Community Hall Renovation – Phase 2**

The following is an amendment to that certain Agreement 2018-016 (“Agreement”) with an Effective Date of March 6, 2018, by and between the County of Sierra, a political subdivision of the State of California (“the County”) and **Bruce E. Boyd Architects & Planners** (“Contractor”).

1. Provision 2 of the Agreement pertaining to Term is hereby amended to extend the termination date to December 31, 2023.
2. Provision 3 of the Agreement pertaining to Payment, Item B.6, Maximum Contract Amount is hereby amended to revise B.1 Base Contract Fee from \$23,000 to \$45,500 and B.5 Special Circumstances from \$500 to \$0.
3. All other terms and conditions of the Agreement to remain the same.
4. This Amendment shall have an Effective Date of June 6, 2023.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date set forth above.

COUNTY OF SIERRA

“CONTRACTOR”

SHARON DRYDEN
Chair, Board of Supervisors

BRUCE E. BOYD
Bruce E. Boyd Architects & Planners

ATTEST:

APPROVED AS TO FORM:

HEATHER FOSTER
Clerk of the Board

DAVID PRENTICE
County Counsel